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Chief, Procurement and Supply Division
 Assistant Chief for Operations
 Acting Chief, Transportation Division

26 March 1953

ATTN :

Notification of Shipments and the Movement of
 Personnel to Field Representatives

REFERENCE:

Conversation between Mr. [REDACTED]
 and Lt. Col. [REDACTED], 20 March 1953.

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1. Recent studies of the distribution of availability notices, supply status reports, shipping documents and allied papers have revealed a need for a more efficient procedure in order that field representatives can be notified of shipments and movement of personnel into their respective areas prior to the arrival of such shipments and personnel.

2. In the past, the Transportation Division has been receiving multiple copies of yellow (Tab A), green (Tab B) and pink shipping documents (Tab C), as they are prepared and forwarded by the warehouse. These documents, when received in the Transportation Division, have been broken down into lots according to the directions of the operating division concerned. Attached as Tab D is a list of the number of copies now being furnished to the operating divisions. In connection with the handling of these documents, it has been necessary, in accordance with regulations, for the Transportation Division to prepare transmittal letters (forms Nos. 51-28 and 51-29, attached as Tabs E and F), when forwarding the documents to the operating divisions. The Transportation Division actually needs only two copies of each of the green and pink forms (Tab B and Tab C). The preparation of such documents is normally a function assigned to a depot.

3. It is believed that if the Transportation Division was furnished only two copies of the documents actually required and distribution to the operating divisions was made direct from the Supply Division, that the time involved from preparation to receipt of the documents in the operating divisions, and subsequently the field, could be shortened considerably.

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4. The Chief, Supply Division (Col. [REDACTED]) agreed informally in a meeting with Acting Chief, Transportation Division (Col. [REDACTED]) on 13 March 1953, that Supply Division would consider the feasibility of that division making distribution to the operating divisions.

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5. The entire procedure in notifying field representatives of the movement of personnel and shipments into their respective areas was discussed informally by representatives of the Transportation Division with Mr. [REDACTED] of DD/P (Admin.) recently. Mr. [REDACTED] indicated that he would like to have for consideration any revisions in existing regulations which may eliminate work load and expedite getting appropriate information to the field. He also indicated that consideration should be given to a plan whereby the Transportation Division will prepare and release, without coordination with the operating divisions, appropriate messages to the field. Copies of outgoing messages to the field can be furnished as required to offices and divisions within the Agency. A recent study made in the Transportation Division of the time-lag from date of preparation of an outgoing message (cables) to the date of actual transmission averaged about two days.

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6. A procedure for notifying field representatives of personnel movements and shipments into their areas has been prepared and is submitted herewith as Tab G. It was understood that the Transportation Division would submit this proposed procedure, due to time limit, without coordination with Supply Division.

7. It is recommended that

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a. The attached procedure be coordinated with the Supply Division and then be forwarded to the Deputy Director of Plans (Admin.), Attn: Mr. [REDACTED], for concurrence in paragraphs 1 and 4.

b. In the event that the Transportation Division is not authorized to prepare and send the cable for dispatch without coordination, that a form be developed whereby appropriate information may be furnished to the operating divisions for their further action in notifying the field as they desire.

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[REDACTED]**Enclosures**

Tabs "A" to "G"

TD/P&C/JEC:em

Distribution:

Orig. & 1 - Asst. Chief for Operations, P&SO
1 - Chrono-Admin.
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